



Indiana Professional Standards Board

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MEMORANDUM

TO: Members, Indiana Professional Standards Board
FROM: John Hill, Chair, External Committee for School Leaders
DATE: September 17, 2003
RE: Administrative License Professional Growth Plan

Attached is the *Administrator License Renewal: Professional Growth Plan for Building and District Administrators Development and Reporting Manual*. This report format, based on the model developed by the Continuing Education Committee for teachers, has been tested and revised during the pilot performance-based license renewal project for administrators, which occurred during the 2002-2003 academic year. This report is intended to guide holders of administrative licenses with a Rules 46-47 basis, as well as individuals holding a *Proficient Practitioner License*, in the development of a Professional Growth Plan. This report format also provides the required documentation to the Indiana Professional Standards Board (IPSB) for renewal of instructional licenses and administrative licenses for individuals who hold both licenses.

The participants in the pilot were surveyed following their participation and their comments were carefully considered by the committee. The reporting format relied heavily on the work of Continuing Education Committee and carefully considered the input from the facilitators of the workshops conducted statewide for the participants and IPSB staff members responsible for processing the submissions received by the agency.

The Continuing Education Rule (Rule 7) adopted by the Board and now in the final stages of promulgation requires that "No later than June 30 of each year, the board will publish any changes in the adopted format of the license renewal report and the definitions of experiences which qualify as professional growth experiences." The attached document is intended to serve as the definition of license renewal report referred to in this rule.

Recommendation:

The Board approves the *Administrator License Renewal: Professional Growth Plan for Building and District Administrators Development and Reporting Manual* for implementation beginning July 1, 2004.

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